



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 10-3	Subject: PROCEDURE MANAGEMENT SYSTEM
Reference: DOC 1.1.2 ; DOC 1.1.3 2-6-102, MCA ; 2-15-112, MCA ; 53-1-203, MCA ;	Page 1 of 4
Effective Date: 06/01/00	Revision Dates: 05/11/01; 6/17/02; 01/13/03; 03/14/03; 10/06/08
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

The Probation & Parole Bureau shall provide staff with guidance through access to comprehensive procedure manuals. These manuals will be made available for public review to ensure the public understands the objectives and limitations of the Probation & Parole Bureau's programs and services.

II. DEFINITIONS:

Effective Date – The original date of implementation. A revision date supercedes the original effective date.

Management – Adult Community Corrections Division (ACCD) employees with management or supervisory responsibilities and duties including, but not limited to, the ACCD Administrator, Probation & Parole Bureau Chief (Bureau Chief), Regional Administrators (RA), and Probation Officer IIs (POII).

Probation & Parole Bureau (Bureau) – Adult probation and parole services. Also includes the Intensive Supervision Program and Institutional Probation & Parole Officers.

Policy – For the purposes of this procedure a Department of Corrections (Department), Montana Operations Manual (MOM) or other state agency policy.

Procedure – Bureau Standard Operating Procedures (SOP) that are written in compliance with Department policies, Montana statutes, Administrative Rules of Montana, standards, court rulings, or other governing entities.

Procedure Manual – An electronic or hard copy manual containing directives or procedures that direct the operations of the Bureau.

Revision Date – The date a policy was officially revised. The revision date indicates the effective date of changes in policy. A revised policy supercedes all previous versions.

III. PROCEDURES:

A. Probation & Parole Procedure Manual

The Bureau Chief will maintain and make available to employees and the public procedure manuals for the general operation of the Bureau. The manuals contain standard operating procedures that specifically address all operational aspects of the Bureau and specify how procedures are to be implemented.

Probation & Parole (P&P) Offices will maintain a complete and updated electronic or paper manual in a location accessible to the public and employees. P&P Offices maintaining an electronic manual will

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provide the public access to the printed Index of the manuals and allow them to review procedures as requested.

If a section of any procedure within a manual is found to be in conflict with Department policies, Montana statutes, Administrative Rules or union contract, that portion of the procedure shall be considered null and void. The remainder of the affected procedure shall be considered valid.

B. Annual Procedure Review

The Bureau Chief shall be responsible for ensuring annual reviews of procedures are completed in compliance with Department policy. Procedures may be reviewed as needed by RAs and other staff at the direction of the Bureau Chief or ACCD Administrator.

The Bureau Chief and RAs are responsible for ensuring all new, existing or revised procedures are distributed to employees and other manual holders.

C. Organization

The Bureau's procedure manuals will be divided into chapters by topic. The Department or state policy, Montana statute or other authority for the procedure will be listed.

D. Procedure Comment

Bureau employees wishing to submit written comments or questions regarding the applicability or utility of a procedure shall complete *P&P 10-3(B) Procedure Comment Form*, which is specifically designed and used for annual and/or periodic reviews. The form is to be submitted to the employee's immediate supervisor and subsequently reviewed by the RA and Bureau Chief or designee as needed.

E. Procedure Implementation

The effective date of new procedures will be established in a manner that permits adequate time for review by employees.

F. Procedure or Form Rescission and Revision

No Bureau procedure or form will be issued by directive or memorandum. Revisions will be issued in the Department's procedure format to maintain consistency and uniformity. The Bureau Chief shall maintain copies of all rescinded or revised procedures and forms, comments from Bureau employees and any other paperwork associated with procedure or form development.

1. **Rescission** of any Bureau procedure or form shall only be accomplished by use of *P&P 10-3(C) Notice of Rescission*.
2. **Revision** of a procedure shall result in the entire procedure being reissued and shall not be valid until such time that the Bureau Chief has affixed the revision date and signature.

Revision or rescission of a form associated with a procedure will not necessitate reissuing the procedure. A revised form will contain the procedure reference number and revision date at the bottom. **No form may be revised at the Regional level.**

3. Whenever a new or revised procedure or form is issued, any preceding procedure or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.

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G. Temporary Procedure

In the event there is an **emergent** need to make revisions to a Bureau procedure, the Bureau Chief or ACCD Administrator has the authority to establish a temporary procedure.

1. Temporary procedures will remain in effect up to 90 days, pending review by the RAs.
2. As needed, the Department Policy Specialist and Legal Unit will be contacted to determine if there is a need for a Department review of a temporary procedure before it is issued.
3. Temporary procedures will follow the standard format for permanent procedures and will contain a statement that the procedure is a temporary procedure.

H. Restricted Procedures

To ensure the safety and security of the Bureau, designated procedures may be restricted from general procedure distribution. At no time may offenders or the general public be given access to restricted procedures. Such procedures shall not be made available through normal distribution and will be printed and retained in a secure location.

All pages of restricted procedures must be clearly marked as restricted and should be printed on identifiable colored paper stock.

The Bureau shall establish a list for the distribution of restricted procedures. Further dissemination shall be on a need-to-know basis. Copies of all restricted distribution lists and procedures for the Bureau will be provided to the Department Policy Specialist and copies will be maintained in the Helena P&P Bureau office.

I. Procedure Audits

The Department will conduct audits of Bureau procedures to ensure compliance with Bureau/ACCD mission, goals, objectives, standards, court orders, applicable laws and regulations. The Department will submit a written report to ACCD following the completion of each audit. Any findings of procedure noncompliance will be reported to the Bureau Chief and RAs identifying the area(s) of noncompliance. The Bureau Chief and RAs will be responsible for taking corrective action in order to meet procedure compliance.

J. New Employee Orientation

New employees will either review or be provided training on Bureau procedures and forms appropriate for their duties within thirty (30) calendar days of employment. Orientation will include familiarizing new employees with the location of, and methods of access to, Department and MOM policies and Bureau SOP. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities.

The Department or ACCD management will determine which Department or MOM policies and Bureau SOP will be reviewed by new and existing employees and the time periods for these reviews. Review forms will be forwarded to the Department Training Unit for entry into the employee's training records.

K. Progression of New/Revised Procedures

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The proposed/revised procedure is written utilizing the Department's procedure format, and submitted by the procedure author to the Regional Administrator (RA) and/or Bureau Chief or designee depending upon the origin of the procedure.

The Bureau Chief will determine which staff will conduct the review of the proposed/revised procedure and distribute it accordingly. This will include the RAs, the Union President and Union Field Representative, legal staff, and subject matter experts within the Department or Bureau. These persons have ten (10) working days to review the proposed changes and comment, unless an extension has been requested and granted by the Bureau Chief. An extension of up to thirty (30) calendar days may be granted. For revised or new policies, the Bureau Chief and Union President may mutually decide if a committee needs to be formed to finalize the procedure.

RAs may distribute the proposed procedure by hard copy or electronically to select employees in his/her region for review and comment within the time period granted for review.

Review comments and suggestions should be submitted to the RA using *P&P 10-3(B) Bureau Procedure Comment Form*. The RA will forward all comments to the Bureau Chief or designee. The Bureau Chief or designee will compile the comments and review them with the RAs and ACCD Administrator as needed in order to finalize the procedure.

When the review and editing process is completed, the final procedure is reviewed, signed, and distributed by the Bureau Chief. Procedures that are revised can be discarded by all manual holders except those originals maintained in the ACCD Central Office. Central Office will keep all replaced or rescinded printed procedures in a separate binder(s).

After Bureau employees review a policy, procedure or form they will complete *P&P 10-3(A) Bureau Procedure Review* and submit the form to their immediate supervisor for forwarding to the Department Training Unit. Reviews should be completed within thirty (30) days of issuance.

IV. CLOSING:

Questions concerning this procedure shall be directed to the Bureau Chief or RA.

Forms

P&P 10-3(A)	Bureau Procedure Review
P&P 10-3(B)	Bureau Procedure Comment
P&P 10-3(C)	Notice of Rescission